

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-813

Page 1 of 3

Agency  
Harford County Government

Division/Unit  
Procurement

Item No.	Description	Retention
	This series of documents applies to the Procurement Department and includes standard procurement forms as well as other documents which provide supporting data for general procurement needs.	
1.	Records pertaining to purchase orders and contracts and pre-award and post-award documentation A. Purchase Orders B. Contracts C. Legal Correspondence D. Property Appraisals E. Receiving Reports F. Bids G. Consultant Files	Retain for 3 yrs. after the year in which the contract is completed; after which destroy.
2.	Board of Estimates A. Pre-Award and Post-Award documentation  B. Open Session 1. Minutes 2. Tapes 3. Action Agenda 4. Documentation	Retain for 3 yrs. after the year in which the contract is completed; after which destroy.  Retain for 3 yrs.; after which destroy.

Schedule Approved by Department  
Agency,  
or Division Representative.

Date 31 March 98

Signature Wilson R. Rutherford III

Typed Name WILSON R. RUTHERFORD III

Title Director, Dept of Procurement

Schedule Authorized by State Archivist

APR 23 1998

Date

Signature Edward C. Pappas



DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency  
CONTINUATION SHEET  
Harford County Government

Division/Unit

Procurement

Item No.	Description	Retention
	13. Plats 14. General Correspondence	Retain for 1 yr.; after which destroy.
	15. Construction Drawings	Retain until final Project Punch List is completed; after which destroy.

Schedule Approved by Department  
Agency,  
or Division Representative.

Date 31 March 78

Signature Wilson R. Rutherford

Typed Name WILSON R. RUTHERFORD III

Title Director, Dept of Procurement

Schedule Authorized by State Archivist

Date APR 23 1998

Signature Edward C. Papenfuss

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 1

1. DEPARTMENT/AGENCY

Procurement

2. DIVISION

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Land Acquisition files

5. EARLIEST YEAR / LATEST YEAR

approx. 1956 to Present

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Land Acquisition files including deeds of easement and agreement; fee simple deeds; quit claim deeds; road improvement deeds/acceptance roads; sales agreement records; environmental assessments; property owner side agreements; copies of checks given to property owners; commercial water meter agreements; project review documentation; project acceptance documentation; appraisals; plats; general correspondence; and construction drawings.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☒ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

10

Number

11. FILE IS USED

- ☒ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

3      ☐ Month(s)      ☒ Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

within the department

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☒ No

16. AUDIT REQUIREMENTS

- ☒ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☒ No

18. RECOMMENDED RETENTION

permanent retention

19. NAME AND TITLE OF PREPARER

Susan Dean-Administrative Secretary

20. TELEPHONE NUMBER

(410) 638-3361

21. DATE

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